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1 July 1950

MEMORANDUM FOR: Acting Chief, [redacted]
Chief, [redacted]
Chief, [redacted]
Acting Chief, [redacted]

SUBJECT: Allotment Account Charges, Fiscal Year 1951

1. The following is a list of proper charges to be made to the various allotment accounts established by the [redacted] for the fiscal year 1951.

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ITEM

ALLOTMENT ACCOUNT

TRANSPORTATION

1. Travel (Except unvouchered)

Branch to which traveller is assigned:

2. Transportation of equipment, supplies, or materials purchased f.o.b. point of origin

Same allotment account as the purchase of such equipment, supplies or materials. (Under this procedure transportation of standard common-use items purchased for stock would, of course, be chargeable to the Stock Account.)

3. Transportation of equipment, supplies, [redacted]

Field Station concerned

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POSTAGE STAMPS

1. Postage Stamps (Stocked by Supply Branch, formerly handled by Fiscal Division)

Stock Account

TELEPHONE AND TELETYPE SERVICE

1. All charges for telephone services in Washington area (Including rental of switchboard, connects, disconnects, installations, service charges, long distance calls, private telephone lines, and telephone directories)

General Services Branch

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NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED BY: TS S (C)
DDA Memo, 4 Apr 77
Date: 05 APR 1978 By: [redacted]

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~~SECRET~~

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- | | |
|--|-----------------------|
| 3. Teletype equipment and services | Office requiring same |
| 4. Teletype paper and related supplies | Stock Account |
| 5. Purchase, installation, repair and maintenance of Inter-Communication Systems | Office requiring same |

SPACE - RENTAL, UTILITIES, MAINTENANCE, REPAIR, MOVES, ETC.

1. All utilities and rental of all office, warehouse and garage space

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2.

Field Installation concerne

3. Renovations, alterations, repair, and maintenance of all office, warehouse and garage space in the Wash-

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4. Renovations, alterations, repair and maintenance of field installations.

Field Installation concerne

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5. Laborers and trucks on reimbursable basis from GSA.

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6. Guards on reimbursable basis from GSA.

I&SS

FORMS

- | | |
|----------------------------------|-----------------------|
| 1. All standard and agency forms | Stock Account |
| 2. IBM and other special forms | Office requiring same |

MEDICAL SUPPLIES AND EQUIPMENT

(See CIA Administrative Instruction No. dated 3 January 1950.)

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BOOKS, NEWSPAPERS, MAGAZINES, AND RELATED PUBLICATIONS

These will be charged to the Publications Expense Allotment Account
[redacted] unless otherwise specially provided for.

EXECUTIVE TYPE EQUIPMENT

1. Class "A" and "B" Property Stock Account

STANDARD OFFICE FURNITURE, EQUIPMENT AND SUPPLIES

1. Stationery and routine standard common-use office supplies carried in stock. Stock Account
(To include stencils and ditto paper)
[redacted]
2. Standard common-use office furniture, and equipment carried in stock. Stock Account
(Including safe filing equipment, time stamps, adding machines, calculating machines, dictating and transcribing machines.)

NON-STANDARD OR SPECIAL EQUIPMENT, SUPPLIES OR MATERIALS

1. Reproduction Supplies carried in stock for use by Reproduction Branch. (including mimeograph paper). [redacted]
2. Reproduction and photographic equipment. Office requiring same. (To be charged to Reproduction Branch only when requested for use in that Branch)
(Including Davidson and Multilith Presses, Microfilm Machines, Cameras, Mimeograph Machines and Ditto Machines)
3. IBM and other special typewriters Office requiring same
4. Rental of special equipment or business machines Office requiring same
5. New Plates for time stamps and installation thereof Office requiring same
6. Special supplies, equipment, and materials required for operation of a particular activity. Examples are listed as follows: Activity requiring same
- a. Fork lifts and other warehouse type equipment required at [redacted]
- b. Lumber and other packing and crating supplies required at [redacted]

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- c. Tools required in carrying on operations - Supply Branch
at [] (including tools
required in Typewriter and Furniture
Repair Shops)

- d. Fork lifts required at [] - Procurement and Supply
Division, SSS

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7. Purchase or construction of special
type equipment to meet needs of a
particular office (such as tables,
cabinets, etc., specially constructed
by GSA)

Office requiring same

REPAIRS TO OFFICE FURNITURE AND EQUIPMENT

1. Repair of and repair parts for standard
common-use office furniture and equip-
ment. (Including safe filing equip-
ment, time stamps, adding machines,
calculating machines, dictating and
transcribing machines)
2. Repair of reproduction and photographic
equipment
3. Repair of special or non-standard equip-
ment in use by an activity
4. Repair of all typewriters (Including IBM)
except those under jurisdiction of Field
Offices.
5. Repair of and repair parts for typewriters
at Field Offices
6. Repair of Class "A" and "B" Equipment
7. Binding of Rugs (both new and used)

General Equipment Repair
Account

Office requiring same

Activity requiring same

General Equipment Repair
Account

Field Office Concerned

General Equipment Repair
Account

General Equipment Repair
Account

MOTOR VEHICLES

2. Additional vehicles required by CIA and
replacements for vehicles at overseas
stations.

Transportation Branch

Office requiring same

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SUPPLIES, EQUIPMENT AND SERVICES FOR NATIONAL SECURITY COUNCIL

Supplies, equipment and services requested for the National Security Council will continue to be charged to NSC as in the past.

2. Purchases made by field offices will be charged to the field office concerned.

3. Charges made to allotment accounts should be approved in writing by the proper administrative officials authorized to control the particular accounts.

4. The above list will be followed as a guide by all Services Division activities, and deviations therefrom will be made only with the approval of the Chief, Services Division. Amendments to the list will be issued by this office at such times as changes occur or other items are to be added. Questions regarding various charges may be directed to the Administrative Officer, Services Division, and suggestions will be appreciated for the improvement of the above list.

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Chief, Services Division

For inclusion next revision
Credit Cards for field offices — activity concerned

" " for Wash. — Trans. Branch.

Gasoline for [] 25X1A6A

Shipping cloths — Stock acct

Bermurage Charges —

ADT alarm systems — Office requiring same 25X1A5A1

5-50 Repair of Projectors 35mm Proj. Rm — []

5-50 Repair of 16mm Projectors [] Register 611-105 25X1A5A1

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611-105

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Amplimats ? [] [] I.R. Contacts []

26-50 memo for teletype machines — Stock account for Training Division